

Washington Township Municipal Authority
Business Meeting Agenda
September 1, 2009

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2. Agenda
3. Minutes of August 25, 2009
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Washington Township Municipal Authority
Business Meeting and Executive Session Minutes
September 1, 2009

Chairman F. Eisenhart opened the meeting at 7:30 PM. Others present were S. McCleaf, L. Frantz, E. Gladhill, J. Blair, S. McFarland, S. Eck, B. Carrigan and S. Trinh.

Business from the Floor

There was no business from the floor.

Agenda

The agenda was approved as presented on a S. McCleaf, L. Frantz motion (5-0).

Minutes of August 25, 2009

The minutes of August 25, 2009 were accepted as presented on a S. McCleaf, J. Blair motion (5-0).

Adjourn to Executive Session

The Board adjourned to Executive Session at 7:33 PM to discuss legal matters on a S. McCleaf, E. Gladhill motion (5-0).

Reconvene to Regular Meeting

The Board reconvened to regular meeting at 8:09 PM.

On a S. McCleaf, J. Blair motion (5-0) a Settlement Agreement between Mr. and Mrs. Happel and the WTMA was accepted as presented, and was signed by Chairman F. Eisenhart.

Tapping Fee/EDU Review

The Manager presented a spreadsheet created by the Business Manager. The Business Manager has evaluated the water consumption of the WTMA's Commercial and Industrial customers to determine if any owe additional Tapping Fees for water or sewer in accordance with Resolutions 09-4 and 09-5. The spreadsheet details those customers whose usage during the July 1, 2008 – June 30, 2009 time period exceeds the EDUs they originally paid for or were assessed in accordance with the resolutions.

The Manager reported no tapping fee history can be found for some commercial customers in the indirect water area that were originally part of the Zullinger Water Authority. Chairman F. Eisenhart commented to contact Allen Stine, who was with the Zullinger Water Authority, for more information. The Manager has asked the Waynesboro Borough Authority to see if they have any additional information as well.

Letters will be mailed to all commercial customers informing them that the Tapping Fee/ EDU assessment has been completed. Commercial customers whose usage has exceeded their permitted amount will be billed for additional Tap Fees on November 1st for the EDU's that they have used, but have not been adjusted to or paid for previously.

WTMA Projects Update Report

The Manager presented the August 2009 WTMA Projects Update Report. The following items were discussed:

Bubbling Spring Generator- The generator was installed and tested on August 4, 2009. During testing it was determined the gas supply line feeding the generator needed to be larger, and has been replaced. A two hour test run was completed on September 1, 2009 and was successful. This project is completed.

Brookdale/Hess Well Controls- Monocacy Valley Electric was on site August 3 and August 6, 2009 to address the punch list from a letter sent to them in July, 2009. On August 19, 2009 Monocacy Valley Electric provided a replacement load side filter, completing the last item on the punch list. Final paperwork is being prepared to close this project.

Water Specifications- The water specifications were presented and adopted at the August 11, 2009 Board Meeting. WTMA staff is working to produce a new test for our water and sewer specifications and retest all of the plumbers on the registered plumbers list.

Hess Well II- E. Muzic and D. Havice of DEP met with the Manager at the WTMA Administration Office and held a conference call with R. Balmer and B. Seaton of ARM Group, and CET Engineering Inc. The discussion centered on DEP's inability to permit a water source that may not be developed for some time.

The options developed during the meeting were to begin construction now, and obtain a construction permit, which would be good for two years. The permit could be renewed by DEP for an additional two years during construction process.

Another alternative would be to secure a Zone 1 now based on Arm Group's Hydrogeological report and permit the well in the future when the township's growth dictates that it would be necessary.

Valley Avenue- The water main has been installed, pressure treated, bacteria tested and tied into the existing lines and placed into service. The Township has completed road work and will repave in the fall. One new curb stop and meter is still needed for one remaining homeowner. Their service line was located under a driveway and will be completed at a later date. The hydrant will be tested after the restoration has been completed and grass begins to grow. The Board requested that this project remain open until all of the work has been completed.

Old Forge Road- The project has been put out for bids, which will be received by September 8, 2009 for the WTMA Board Meeting. Letters were mailed to each homeowner along with a green

flag asking them to indicate the desired location for their laterals to be stubbed out. The successful bidder will have 60 days to construct the project after a notice to proceed has been awarded. Homeowners will be given until spring or early summer of 2010 to connect.

Administration Building- Final payment will be issued and an AIA Certificate of Completion and release of any and all mechanics liens will be provided to the WTMA.

Buena Vista Springs- A meeting was held with B. Weaver, a contractor, who uses horses to remove timber. Mr. Weaver will revisit the site and measure some of the trees to determine whether the project is financially feasible. The remainder of the project, which includes line replacement and site upgrades, is not being considered due to the financial constraints of the Water Department to undertake large capital projects.

Software Conversion- WTMA staff have had more phone conferences with the SSI personnel responsible for the Utility and Fundware programming. Our current vendor wrote a program to unlock the data required for conversion. The first pass of that program was run and provided to Software Systems. Due to the amount of data conversion and required training on the new software the targeted November 1, 2009 go live date will not be met. A one to two week extension will be required for the first combined billing which was already approved by the Board.

Subdivisions

A letter was mailed to L. Royer with final acceptance requirements for Spring Run Phase IIB.

Requisitions

Voucher Request No.5- Payment of \$2,513.29 to GRC General Contractors Inc. for construction of the new administration building.

The Payment Voucher to GRC General Contractors was approved as presented on a S. McCleaf, E. Gladhill motion (5-0).

The following requisitions were approved as presented on a S. McCleaf, L. Frantz motion (5-0).

(Sewer) Requisition No. 465- Payment of \$426.35 to CET Engineering Services Inc. for nutrient removal capabilities.

(Sewer) Requisition No. 466- Payment of \$244.70 to Office Suppliers Inc. for new administration building furniture.

(Water) Requisition No. 590- Payment of \$1,688.68 to CET Engineering Services Inc. for Hess/Brookdale Well controls.

Miscellaneous

Quincy Township- The Manager discussed a meeting he will attend on September 2, 2009 with Quincy Township and DEP to prepare for the public hearing that will be held on September 9, 2009 in Quincy. The hearing will be to address the proposed remedy for the contaminated wells in Quincy, and may involve connection to an existing municipal source.

Washington Township Supervisors Workshop- The Manager briefly discussed the Washington Township Supervisors Workshop that he will be attending on September 2, 2009 to present the WTMA's Quarterly Report.

CET Sewer System Capacity Analysis Presentation- During CET's engineering report and presentation at the last meeting, they indicated that the model they have run shows that portions of the WTMA collection system may be briefly surcharging. The Manager reported that WTMA staff walked the segment of the collection system in question. The manhole lids were lifted and the manholes inspected, and there is no evidence of surcharge. A flow monitor was pulled from another part of the system and A. Zeigler, Project Supervisor has asked CET Engineering to evaluate which manhole in the identified problem area to monitor for surcharging.

PMAA Seminar- J. Blair briefly discussed a meeting location and time for the upcoming PMAA Seminar that is scheduled for September 14 and September 15, 2009.

September 8, 2009 Board Meeting- L. Frantz will be absent for the September 8, 2009 Board Meeting.

Warren Tomlinson- Chairman F. Eisenhart informed the Board Members that a letter, along with the contributions received, was mailed to the Evangelical Lutheran Church in memory of Warren Tomlinson.

Adjourn to Workshop

The Board adjourned to workshop at 9:00PM on an E. Gladhill, S. McCleaf motion (5-0).

2009-2010 Preliminary Budgets

The Board reviewed the 2009-2010 Preliminary Water and Sewer Operating Budgets.

Adjourn

The Board adjourned at 10:25 PM on a S. McCleaf, J. Blair motion (5-0).

These minutes were prepared by S. Eck, Administrative Assistant, respectfully submitted this 8th day of September, 2009.

E. Gladhill, Asst. Secretary/ Treasurer